

STAFFORD COUNTY TREASURER'S OFFICE
P. O. Box 68
Stafford, Virginia 22555
(540) 658-8702

TREASURER'S AUTOMATED PREPAYMENT PLAN
Electronic Transfer Authorization Form

PERSONAL PROPERTY PAYMENTS

I, _____, authorize my financial institution, _____
to accept automatic payment drafts from my bank account, payable to Stafford County.

I wish to have my payment deducted (please check one):

- ☐ Monthly: payments will be deducted on the 5th of each month*
- ☐ Quarterly: payments will be deducted on the 5th of March, June, September and December*
- ☐ On the due dates: payment will be deducted on June 5th and December 5th*

**If the 5th of the month falls on a weekend or holiday, payment will be deducted on the next business day.*

I understand that I am in control of my payments, and if, at any time, I decide to withdraw this authorization, I need only to notify the Stafford County Treasurer's Office in writing. I also understand that if I change or close my bank account at the financial institution listed on this authorization, I must immediately notify the Treasurer's Office. All notifications to the Stafford County Treasurer's Office must be in writing and sent to the above address. I agree that the failure of my financial institution to honor such payment requests will result in termination of this service, and applicable penalty and interest charges will be assessed.

Name (as shown on bank account) _____ Bank Account # _____

Enter the taxpayer name(s) and social security number(s) to be covered by this agreement:

Name _____ SSN # _____

Name _____ SSN # _____

Phone _____ Email _____

X _____
Your signature Date

(Please attach a voided check for the authorized account)

RIGHTS AND OBLIGATIONS

As a Treasurer's Automated Prepayment Plan (TAPP) participant, you become bound by certain obligations and are entitled to certain rights. These rights and obligations are summarized below.

- ◆ You may cancel your participation in TAPP by writing the Treasurer's Office at P. O. Box 68, Stafford, Virginia 22555. Notification must be received no later than five working days prior to the next scheduled debit in order for the cancellation to be effective for the current debit.
- ◆ **All taxes must be current before enrollment can occur.**
- ◆ **There is no additional charge for participating in the TAPP program.**
- ◆ To participate in the TAPP program to pay your **current personal property taxes** you may select one of three payment options:
 1. **Pay on the Due Date:** The full amount of your tax installment will be transferred from your designated bank account not earlier than the June 5th and December 5th due dates. If you select this option, we need your application by April 30th for payment of your first installment, or by October 30th for your second installment. You will receive a bill approximately one month prior to June 5th and December 5th indicating the amount to be automatically deducted from your bank account.
 2. **Monthly Payments:** A prorated amount of your tax bill will be transferred from your designated bank account **on the 5th of each month** so that the total transfers as of June 5th and December 5th will equal the total tax bill amount. We calculate the debit based on your previous tax bill. Once you are enrolled in the TAPP program you will receive a notice verifying the amount to be withdrawn. You will also receive a notice at the end of each June and December. This notice will indicate the amount to be deducted from your bank account for the coming tax bill, to assure that the bill is paid in full by the due date. In order for the transfers to begin on schedule, please respond by June 1st for prepayment of the second half bill, or by December 1st for the first half bill.
 3. **Quarterly Payments:** A prorated amount of your tax bill (based on your previous tax bill) will be transferred from your designated bank account on the 5th day of the last month of each quarter, so that the total transfers as of June 5th and December 5th will equal the total bill amount. The 1st Quarter being debited in March, the 2nd Quarter debited in June, the 3rd Quarter debited in September and the 4th Quarter debited in December. Once you are enrolled in the TAPP program you will receive a notice each year indicating the quarterly amounts to be automatically deducted from your bank account.
- ◆ You are protected from any consequences that might occur from late and missed payments due to system or network failures under the provisions of Regulation E of the Federal Reserve System, our Nation's central bank.
- ◆ You are obligated to ensure that sufficient funds are in your account on the transfer date. Transfers rejected by your financial institution due to insufficient funds may result in a late payment penalty required by law and/or a returned check charge. You will be automatically dropped from the TAPP program after one rejected transaction.
- ◆ You must notify our office if the account from which TAPP transfers were being made is closed or changed, even if the new account is with the same financial institution. TAPP transfers rejected due to a closed account may result in a late payment penalty required by law and/or a returned check charge and will result in your being dropped from the program.
- ◆ The Treasurer's Office reserves the right to discontinue this agreement upon thirty days written notice.

Please complete and mail the application designating those accounts you want to be paid automatically. If you have further questions, please call (540) 658-8702 or email jbarnes@staffordcountyva.gov.